

## AUTHORIZING FLIGHT REQUESTS FOR LARC AIRCRAFT

### Objectives:

- to ensure that all flights are approved in accordance with established policies
- to ensure that both utilization of NASA aircraft and crew member/passenger approvals are on file
- to ensure that NASA aircraft are only used for appropriate missions

Approval \_\_\_\_\_  
Deputy Center Director

### Definitions

#### Employee Type

**NASA Employee:** Any civil service staff member of LaRC or any other NASA Center or any civil servant or military employee detailed to a NASA Center

**Non-NASA Employee:** Any individual not meeting the above description, e.g. contractors

#### Employee Function

**Aircraft Crew:** An individual whose presence is necessary for the operation of the aircraft and its systems.

**Research Crew:** An individual whose purpose is research systems operations or monitoring, or any other activity directly related to the acquisition of data for the accomplishment of the research objective(s)

**Observer:** An individual whose presence aboard is not required for the operation of the aircraft and systems or for the accomplishment of the research objective(s). They are to witness a demonstration or operation of the aircraft or research systems as deemed to be in the best interests of the Government

**Passenger:** One who is aboard an aircraft solely for the purpose of transportation

### General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

- Travel Authorization
- Boarding Authorization, LF 313
- Flight Operations Request, LF 437

### Note 1

All requests for flight involving LaRC aircraft must complete a Flight Operations Request (LF 437).

NASA employees aboard local flights in LaRC research aircraft must have Boarding Authorization (LF 313) specifically authorizing involvement in flight activities. LF 313 must identify:

- The specific aircraft for which authorization is requested
- The project/program
- The purpose or function of the employee

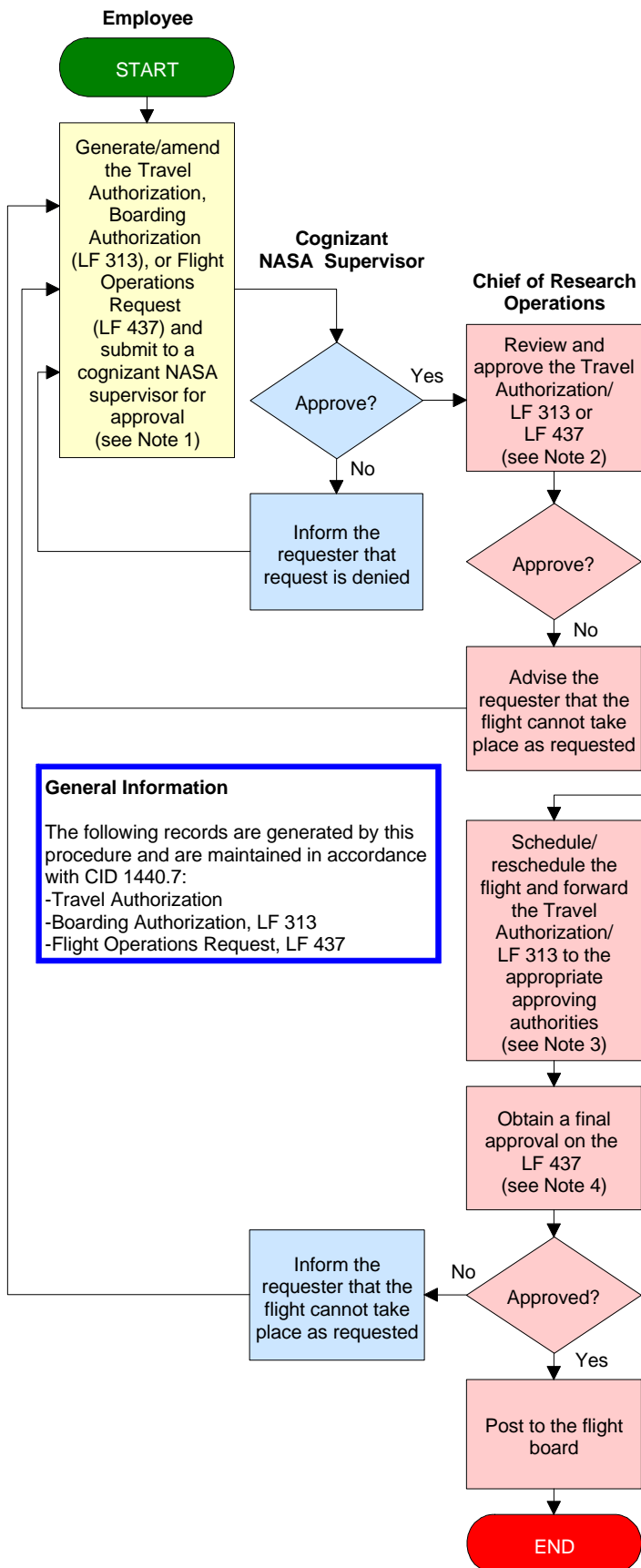
NASA employees requesting non-local flights aboard LaRC aircraft of any mission classification must complete a Travel Authorization or LF 313 to include administrative data and the above specific requirements, as appropriate.

Non-NASA employees must be approved for all flights in any aircraft classification with Invitational LF 313 or contractor initiated Travel Authorization, as appropriate.

LF 313 authorizes participation in repeated flights over a limited period of time for specific purposes. These flights aboard LaRC aircraft are not limited to normal duty hours, however, claims for travel reimbursement may not be submitted against a Boarding Authorization. In trip specific situations aboard LaRC aircraft involving the reimbursement of travel expenses, the Travel Authorization can be written to include LF 313 approval with the addition of information defined above and Note 3 approvals. The Chief of Research Operations will maintain records of approved LF 313's.

The LF 313 may be accessed through <http://boarding/mainpage.cfm>. Once initiated, the document is printed and completed with appropriate signatures.

Invitational Travel Authorization (NF 372) may be provided only for non-NASA personnel not part of Center contracts or details.



**Note 2**

**Approve the request for the following:**

- Mission and aircraft type
- Availability of pilot and aircraft
- Approved manifest (Flight Request only)

**Research Aircraft** are used primarily for research and development in aeronautics, earth and atmospheric sciences, and space-oriented programs. Research aircraft may have modifications to the primary structure, control systems, engines and/or aerodynamic surfaces, subject to the approval of the Airworthiness and Safety Review Board (ASRB) as required by LPR 1710.16. However, to be classified as a research aircraft, the vehicle must have completed a flight envelope expansion appropriate to its research configuration, and have been operated sufficiently to generate operational experience to provide verification of the safety of the modifications.

**Research Mission** is a mission conducted directly for the purpose of data collection.

**Experimental Aircraft** is one so designated by the FAA or a research aircraft which has not completed an envelope expansion or generated enough operational experience to demonstrate the airworthiness of the configuration.

**Program Support Aircraft** are used primarily for support of NASA programs and projects. Program support aircraft may have modifications provided these modifications do not impact primary structure, control systems, or engines, or make the aircraft unsafe for general-purpose use (including transport of passengers). If the aircraft has been modified, a complete envelope expansion is required prior to the transport of personnel. A program support aircraft may carry passengers to meet programmatic requirements only if it carries an appropriate FAA certificate. Flights from which personnel are deplaned at a point less than 50 statute miles from LaRC or same-day flights between NASA LaRC and NASA Wallops Flight Facility are considered local flights.

**Program Support Mission** is a mission for purposes other than data collection or the direct accomplishment of research program/project objectives.

Depending upon personnel classification (crew member, observer, etc.) and mission classification, medical and training requirements exist for personnel to fly aboard LaRC aircraft. These requirements are detailed in LPR 1710.16, Aviation Operations & Safety Manual.

Flight Operations Requests (LF 437) are approved as described in Note 4.

**Note 3**

Travel Authorization must be completed in accordance with FMM to accommodate participation aboard LaRC aircraft. For NASA employees, the Travel Authorization/ LF 313 shall be approved by:

- The employee's Organization Unit Manager (OUM)
- Chief of Research Operations
- Director, Flight Research Services Directorate

For non-LaRC NASA employees, the Travel Authorization/ LF 313 shall be approved by:

- OUM of the organizational unit responsible for performing the research project/activity
- Chief of Research Operations
- Director, Flight Research Services Directorate

For contractor personnel, invitational travel authorization/invitational Boarding Authorization shall be approved by:

- OUM of the organizational unit responsible for the contract or contract task
- COTR
- Chief of Research Operations
- Director, Flight Research Services Directorate

For other non-NASA personnel, invitational travel authorization/invitational Boarding Authorization shall be approved by:

- OUM of the organizational unit responsible for performing the research project or activity
- Chief of Research Operations
- Director, Flight Research Services Directorate

Authorization for NASA personnel on local program support flights or any personnel with valid LF 313 may use the passenger manifest portion of the Flight Operations Request (LF 437) in lieu of trip-specific Travel Authorization. Approval by the employee's supervisor or an individual designated by management is required in the manifest portion of the form.

When an aircraft is deployed to a remote site on a research or program support mission, the above approvals may be delegated by letter or e-mail to appropriate individuals at the deployment site. When these delegations are exercised, a report shall be provided to the delegating official(s) after the deployment is completed, indicating what activity occurred.

Reference 41 CFR Parts 101-37, 300-3, 301-10, 301-70 for disclosure information for persons flying aboard Government aircraft.

**Note 4**

The LF 437 shall be approved by one of the following:

- Chief of Research Operations, FRSD, or designee
- Chief Pilot, FRSD, or designee

## BOARDING AUTHORIZATION (LF 313) FOR LaRC AIRCRAFT APPROVAL MATRIX

### Required Approval

Requester	Employee OUM	Chief of Research Operations	FRSD OUM	Cognizant Program OUM	COTR
NASA LaRC Employee	X	X	X		
NASA Non-LaRC Employee		X	X	X	
LaRC Contractor	X	X	X		X
Other Non-NASA		X	X	X	